Massachusetts School Building Authority

Steven Grossman
Chairman, State Treasurer

Katherine P. Craven
Executive Director

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority

FROM: Katherine Craven

DATE: November 16, 2011

RE: Recommendations for Commissioning Consultants

The MSBA's overall objective for its commissioning program is to provide documented confirmation that a construction project funded by the MSBA fulfills the functional and performance requirements of the Owner, MSBA, occupants, and operators. The Commissioning Consultant (CxA) verifies that building systems are in accordance with the building's designs, properly-installed, thoroughly-tested, and capable of being operated and maintained so that they perform individually and collectively as intended and meet the Owner's expectations. The CxA ensures that the Owner's staff has adequate training and systems documentation, including operating and maintenance manuals, so that the building systems are operating economically and efficiently.

The CxA serves as an objective advocate of the Owner and the MSBA, overseeing and coordinating the commissioning process and presenting recommendations to the Owner and the MSBA regarding the performance of the commissioned building systems. The CxA follows up with the Owner's Project Manager (OPM) and reports to the MSBA indicating whether such recommendations have been implemented. The CxA works in conjunction with the project design and construction team from schematic design through the warranty phase.

Through a public Request for Response (RFR) process in 2009, the MSBA contracted with 10 firms to provide commissioning services for addition, renovation, and new construction projects funded by the MSBA. Through a second public Request for Response (RFR) process in 2010, the MSBA contracted with six additional firms to provide commissioning services for roofing and window replacement projects funded through the Green Repair Program.

Current Program Statistics

	No. Work Orders	No. Schools	Bldg. Sq. Ft.	Total Project Budgets (TPB)	Cx Fees	Cx Fees $/S.F.
Main Pipeline	69	70	10,829,873	$3,240,247,942	$8,890,171	$0.82
Green Repair	83	147	17,164,264	$218,726,671	$3,464,372	$0.20
Total	**152**	**217**	**27,994,137**	**$3,458,974,613**	**$12,354,543**	**$0.44**

Given the large volumes of projects already underway and those yet to be assigned commissioning consultants, plus the large addition of single-system repair projects, it was decided to re-procure all commissioning consultants to potentially expand and refresh the pool of consultants and allow respondents to self-select the categories of work in which they were interested in providing services. Categories included full building commissioning, partial building, or individual system commissioning, and roofing and building envelope commissioning.

On September 14, 2011, the MSBA issued a Request for Responses to Provide Building Commissioning Services at MSBA-funded school construction, renovation, and repair projects across the Commonwealth. The MSBA advertised the RFR in the Central Register and posted it on the MSBA's website (www.massschoolbuildings.org) and on Comm-PASS on September 14, 2011. In addition, the MSBA conducted outreach to commissioning firms that have provided services to the MSBA in the past or who have expressed an interest in doing so.

Twenty-one firms requested a copy of the RFR from the MSBA. An unknown number downloaded the RFR and Attachments from the MSBA's website or Comm-PASS. The MSBA received 29 Responses prior to the deadline of October 7, 2011 at 3:00 p.m. One Response was hand-delivered to the MSBA's offices after the deadline, was not accepted by the MSBA, and was not evaluated.

After completing the Phase One Review of each Response for responsiveness and completeness, MSBA staff advanced the following 26 Responses for Phase Two Review and substantive evaluation:

Respondent	Commissioning Categories		
	Full Building	Partial Bldg/ Single System	Roof/ Envelope
B2Q Associates Inc	✓	✓	
Building Enclosure Associates			✓
BVH Integrated Services	✓	✓	
Cannon Design	✓	✓	✓
CBI Consulting, Inc.			✓
Commissioning Resources, Inc.		✓	
Consulting Engineering Services, Inc.	✓	✓	
EnerNOC		✓	
Fitzmeyer & Tocci	✓	✓	
Foreman Building Commissioning	✓	✓	✓
Gale Associates			✓
Hesnor Engineering Associates	✓	✓	

Horizon Engineering Associates	✓	✓	✓
RDK Engineers	✓	✓	✓
Rist-Frost-Shumway	✓	✓	✓
Russo Barr			✓
Sebesta Blomberg	✓	✓	✓
Simpson Gumpertz & Heger			✓
SMRT	✓	✓	✓
Strategic Building Systems	✓	✓	✓
Sustainable Engineering Solutions	✓	✓	
Symmes, Maini & McKee Associates	✓	✓	
Synergy Consultants	✓	✓	
Turner Facilities Management Solutions	✓	✓	✓
Working Buildings	✓	✓	✓
WSP Flack + Kurtz	✓	✓	✓

A committee of three MSBA staff members reviewed the responses. Interviews were conducted on October 31 and November 4. Evaluation criteria included the following:

- Demonstrated intent to further the development of Minority and Woman-Owned Business Enterprises ("M/WBEs") – (Supplier Diversity Program);
- Demonstrated intent that 50% or more of the work-hours will be performed in Massachusetts - (Invest in Massachusetts);
- Experience of the Respondent and the personnel identified to provide the services described in this RFR;
- Knowledge and understanding of building systems;
- Education and licensing of personnel identified to provide the services described in this RFR;
- Demonstrated capacity and organizational structure to perform the types of services described in this RFR; and
- Respondent's proposed overall approach to this RFR.

Recommendations: Authorize the Executive Director to enter into negotiations and execute Master Commissioning Services Agreements with the following firms:

Full Building and Partial Building/Single System Commissioning
B2Q Associates, Inc.
BVH Integrated Services, Inc.
Cannon Design

Consulting Engineering Services, LLC
Fitzemeyer & Tocci Associates, Inc.
Forman Building Commissioning, LP
Horizon Engineering Associates, LLP
RDK Engineers
Rist-Frost-Shumway Engineering, P.C.
Sebesta Blomberg & Associates, Inc.
Strategic Building Solutions, LLC
Symmes, Maini & McKee Associates
WSP Flack + Kurtz

Building Envelope Commissioning
Building Enclosure Associates
CBI Consulting Inc.
Gale Associates, Inc.
Russo Barr Associates, Inc
Simpson Gumpertz & Heger Inc.

The value of each agreement may exceed $250,000. Pursuant to the MSBA's By-laws, the Board must authorize the Executive Director to enter into agreements that exceed this amount.